

Rajpirasanna Rajaratnam

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Personal Profile

Past: I have 11 years' experience in Background screening, most recently as a Quality Assurance Specialist assess reports, identify and fix errors efficiently to maintain high standards. I achieve this via communication, collaboration, perseverance, adaptation, and continued learning.

Present: I am currently enrolled in a Skills Boot camp with JustIT learning the fundamentals of Web and Software development, learn from following the SDLC on mini-projects and seeking employment in the IT industry.

Future: I would like to be employed as a Junior Developer, gain more experience and knowledge in software development, working with like-minded people and collaborate on interesting and challenging projects.

Key Skills

Technical Skills

- Microsoft 365 and Teams
- HTML/CSS
- JavaScript
- MySQL
- Python

Soft Skills

- Adaptability and Attention to detail
- Communication and Team work
- Time Management and Organisation
- Initiative and Problem solving

Training and Education

07/24-Present	Just IT Training Ltd, London Digital Skills Bootcamp: Software Development A twelve-week intensive bootcamp covering the fundamentals of Software Development. <ul style="list-style-type: none">• Introduction to HTML/CSS/JavaScript, MySQL, and Python• Developed a web-based portfolio• Built a Basic Calculator, Weather app and Expense Tracker (Python)
09/98-06/02	University College Lonon, London
09/96-06/98 A Level:	Christ the King Sixth-Form College, London Maths (A), Physics (B), Chemistry (B), Further Maths (D)
09/91-06/96 GCSE:	Malory Secondary School, London 8 A*-C grades in subjects including Maths and English

Employment History

08/23-Present **Unemployed/Actively seeking employment**

12/11-07/23 **Quality Assurance Specialist (Background Screening)**
HireRight, London

- Performed quality control process to make sure the background screening process was conducted in line with the Client's requirements, high quality standards and SOPs.
- Compared findings with company standards and Clients' SLAs/guidelines to make sure the Clients receive the reports tailored to their needs.
- Ran a daily monitoring of outliers and QC errors to identify trends and find the areas for improvement that need to be discussed with Senior Researchers and/or Team Leaders.
- Exceptional care was given about TAT for sub-requests; Maximising the number of possible sub-requests that are delivered within the agreed TAT.
- Minimized the number of QC errors and followed "zero errors" approach by fixing simple mistakes, proposing process changes and highlighting issues with the processes.
- Utilized all available communication channels (including team meetings) to stay up to date with procedures and processes.
- Collaborated with all departments with special focus on Operations.

04/10-02/11 **Data Entry Clerk**
EM Trading Solutions Ltd, London

12/07-02/09 **Data Handler**
Research Data Solutions, London

Interests, Hobbies and Achievements

Hobbies: Since attending the Bootcamp, I have been following tutorials and projects on the coding languages I have learned to further my knowledge. I enjoy listening to distinct types of music, audio books and watching movies of differing genres. I am also a casual PC gamer.

References available upon request